

III. DD/S AREA

A. OFFICE OF THE DD/S [REDACTED]

It was determined that the Schedule approved by [REDACTED] in 1958 was still valid. [REDACTED] asked about the coverage being given to essential records involving Emergency Relocation. I contacted [REDACTED] regarding this and he has indicated that he will meet with me to develop a schedule within the next ten days.

B. SPECIAL PLANNING ASSISTANT [REDACTED]

Does not have any records considered vital. The present schedule of Vital Records Deposits should be voided. He feels that War Plans and agreements with other agencies would be deposited by operating offices. Further, it was his opinion that essential Relocation Personnel lists and records should be the responsibility of [REDACTED]

C. CIA AUTOMATIC DATA PROCESSING STAFF [REDACTED]

They do not consider that they have any records that could be classified as Vital. We will obtain a statement to that effect from them.

D. MEDICAL STAFF [REDACTED]

Excellent coverage. Could operate very well with the Vital Records on deposit.

E. OFFICE OF COMMUNICATIONS [REDACTED]

In good shape. A thorough review was made in July of this year. In addition, on 25 October, 3 representatives physically inspected the records and found them to be adequate.

F. OFFICE OF LOGISTICS [REDACTED]

Felt that their office is OK. Some records could possibly be deleted and she is revising the Vital Records Deposit Schedule.

G. OFFICE OF PERSONNEL [REDACTED]

In better shape than they thought. Recent review revealed few weaknesses, which are being corrected. Military Personnel Division appears weak and they have been provided forms for scheduling their Vital Records.

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H. OFFICE OF SECURITY

The Records Officer does not feel that the Office of Security could effectively operate with the records currently on deposit. Most of the essential records are only in the headquarters offices.

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I. OFFICE OF TRAINING

Felt they were in good shape. Current with exception of the depositing of instructional materials for one course. The Chief of the Faculty will decide on this/